

SCTPC Treasurer

Prepare the Annual Budget by General Ledger (GL) code and submit within prescribed CA timelines and instruction. Well in advance of the due date, coordinate with Club Board members for requirements. Obtain Club Board approval of annual budget; provide copy to Publicity Coordinator for posting to club website.

Review and reconcile Monthly Financial Statements provided by CA accounting. Prepare financial data and present it to the Club Board. Prepare monthly and annual written financial synopsis for inclusion in club publication *Kitchen Talk* and into club board meeting minutes. Maintain a year-to-date spreadsheet of all club income and expenses by GL code and function.

Account for funds collected and deposited into Club Account by correct GL code via the Chartered Clubs/Neighborhoods (CC/N) Revenue Deposit Form. Verify that the Deposit is recorded on the CC/N Income Statement and detailed General Ledger

Ensuring timely payment, prepare and submit to CA accounting the CC/N Payment Request form by proper GL code, attaching needed receipts or invoices. Verify that the payment requests are recorded on the expense portion of the Income Statement and are recorded on the Detailed General Ledger.

Prepare and submit all requests to CA accounting for online ticket and membership sales through the CA website (SABO).

Act as custodian for the financial records of the club. Serve as Club liaison to CA accounting on all financial matters.

Serve as the point of contact for club rewards programs such as Pickleball Central; maintain fund balance on account and monitor purchases. Request rewards cards for club membership.

Perform other duties as needed.

Updated 29 Aug 20